

CHAPTER 3

PROCESSING AND PAYMENT OF BILLS

A. PAYMENT OF NONINTERFUND BILLS

1. Bills are due upon receipt and shall be paid in full and promptly; that is, within 30 calendar days of the bill date. The following exceptions apply:

a. Bills for issues to NATO (SHAPE) (identified by billed office DoDAAC WM1Q7K) are due 120 calendar days after the billed date.

b. Bills for issues to UN Peacekeeping Forces (identified by billed office DoDAAC WN7GX8) are due 120 calendar days after the billed date.

2\* When both the appropriations to be reimbursed and disbursed are within the DoD, bills may be paid either by check or through cross disbursing (no check) procedures. Payments involving appropriations outside the DoD will be by check.

3. All payments will include either:

- a. the identification (bill or statement no.) of the bill, or
- b. a copy of the bill.

B. PROCESSING INTERFUND BILLS

Interfund bills are notices of disbursement of billed office funds by the billing office. Accordingly, **billed** offices will take prompt action to suspend, correct, or accept the disbursement. These actions will be accomplished as prescribed in the appropriate Service or Agency interfund reporting and clearance procedure.

C. ADJUSTMENTS

1. Billed offices will review all charges to ensure that items billed were ordered and that obligations are adjusted when appropriate. All requests for adjustments of billings will be prepared in accordance with chapter 4.

2. Billing or other discrepancies that do not meet the criteria for requesting adjustment, described in chapter 4, shall be recorded as obligations, funds disbursed, and expenses.